

# Checklist for liquor wholesaler

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

*The following requirements will be completed by the investigator working on your case*

- \_\_\_\_\_ **Investigator requirement** – church/school location checklist completed listing all churches and schools within 300 feet of the proposed premise – See **Section 10-212** for all exceptions to this ordinance
- \_\_\_\_\_ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- \_\_\_\_\_ **Investigator requirement** – address verification through the database confirming that there is not an existing liquor license at this proposed address
- \_\_\_\_\_ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

*In order to begin processing a liquor application, an **applicant** must submit the following*

- \_\_\_\_\_ Before submitting an application, contact the City Planning and Development Department so that they may determine if zoning will allow your proposed business to operate at your proposed location – **City Planning and Development Department** in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_\_\_ Liquor license application – **must be signed and notarized. Form provided by the Regulated Industries Division** (<http://kcmo.gov/neighborhoods/business-vehicle-licenses-and-forms/alcohol-related-licenses/>)
- \_\_\_\_\_ A \$250 application fee – check or money order made out to the city treasurer
- \_\_\_\_\_ A \$42 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This includes the managing officer and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. If the appointed managing officer is an active, practicing lawyer in the State of Missouri, a criminal history record check is not required but he must submit a copy of his bar association card

*All of the following information must be submitted by the applicant*

Have    Need

- \_\_\_\_\_    \_\_\_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by the Regulated Industries Division** (<http://kcmo.gov/neighborhoods/business-vehicle-licenses-and-forms/alcohol-related-licenses/>)
- \_\_\_\_\_    \_\_\_\_\_ A diagram of the premises including the total number of **square feet** and **number of floors** in the building
- \_\_\_\_\_    \_\_\_\_\_ Two recent photographs of the front of the premises to be licensed
- \_\_\_\_\_    \_\_\_\_\_ **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC  
**Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation**  
**Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
- \_\_\_\_\_    \_\_\_\_\_ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925
- \_\_\_\_\_    \_\_\_\_\_ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925

Have   Need

- \_\_\_   \_\_\_   Managing officer appointment form completed (managing officer must reside in Missouri) – **form provided by the Regulated Industries Division**  
(<http://kcmo.gov/neighborhoods/business-vehicle-licenses-and-forms/alcohol-related-licenses/>)
- \_\_\_   \_\_\_   Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
- \_\_\_   \_\_\_   A ***schedule P form*** must be filled out for the *managing officer* and *anyone* who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**) – **form provided by the Regulated Industries Division**  
(<http://kcmo.gov/neighborhoods/business-vehicle-licenses-and-forms/alcohol-related-licenses/>)
- \_\_\_   \_\_\_   A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**
- \_\_\_   \_\_\_   Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID
- \_\_\_   \_\_\_   A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
- \_\_\_   \_\_\_   Other items that may be requested by the investigator

A liquor application can be processed without the **contingency items** listed below. However, all **contingency items** must be submitted before a license will be issued.

Have   Need

- \_\_\_   \_\_\_   **Investigator requirement** – Include a current copy of the ***Jackson County*, Missouri **Property Tax Clearance**** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) ***or*** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.
- \_\_\_   \_\_\_   **Investigator requirement** – Submit a current copy of the health permit (must be from the DBA applying) from the Health Department, 2400 Troost Ave., (816) 513-6247
- \_\_\_   \_\_\_   A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500 – **contingency item**
- \_\_\_   \_\_\_   A copy of the occupant load certificate stating the occupancy load (***only needed for the following:*** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_   A copy of the fire permit ***or*** certificate of compliance from the most recent inspection (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100 – **contingency item**
- \_\_\_   \_\_\_   All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2574 – **contingency item**